

INSTRUCTIONS FOR ACCESSING ACCREDITATION STANDARDS COMMITTEES WORK ON INSITE

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, Staff, Campus Resources, Colleague Resources, Committees, and District Resources. Below the navigation bar is a breadcrumb trail: Home > Staff. On the left side, there is a calendar for October 2013, with the date Tuesday, October 01, 2013 highlighted. Below the calendar is a list of dates from Tuesday, October 01 to Saturday, October 05, each with a 'No events' message. On the right side, there is a sidebar menu with several sections: WebAdvisor, Students, Employees, Community Education, Class & Team Sites (with a sub-tab 'Getting Started'), and Important Links. Under 'Class & Team Sites', there are three options: Department, Organization, and Other. A large blue arrow points to the 'Organization' option. Under 'Important Links', there are three links: Cognos, Infrastructure Upgrade Project, and Research Request Form.

1. After logging in you should be viewing this page. Under *Class & Team Sites* click the option titled "Organization".

Under *Class & Team Sites* click on "Organization".

2. After clicking on "Organization" a drop-down box will appear.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <https://institute.lmc.edu/staff/Pages/default.aspx>. The page content includes a navigation menu at the top with links for Home, Staff, Colleague Resources, Financial Aid, Committees, and District Resources. A main navigation bar contains links for Home, Staff, Colleague Resources, Financial Aid, Committees, and District Resources. The main content area is divided into several sections:

- Check my Outlook Mail:** A blue box with the text "Check my Outlook Mail".
- Calendar:** A calendar for May 2014. Today's date is Monday, May 05, 2014. The calendar shows events for Monday, May 05 (3:00 PM Copy Foundation Staff Meeting), Tuesday, May 06 (No events), and Wednesday, May 07 (No events).
- WebAdvisor:** A section with the heading "WebAdvisor" and a message: "Could not log in by WebAdvisor. Err:DWICnnetdcr:connect: © Exception.java.net ConnectException: Connection refused: connect".
- Class & Team Sites:** A section with the heading "Class & Team Sites" and a sub-heading "Getting Started". It includes a link for "Expand All" and "Collapse All".
- Department:** A section with the heading "Department" and a list of departments: CCC Drama, CCC Speech Communication, Chancellor's Cabinet, COOP/CWEE, District Equal Employment Opportunity Advisory Committee (DEEOAC), DO Professional Development Committee, DVC Scheduling Committee, DW Achievement Gap Conversations, DW Educational Planning Committee, DW Faculty & Staff Consultation meetings, LMC - Accreditation, LMC Campus Climate Committee, LMC CTE Student Success Initiative, LMC Institutional Development for Equity & Access (IDEA), LMC PDAC Technology Subcommittee, LMC Professional Development Advisory Committee, LMC Title V Exito Grant, Local 1, Process Expert Teams, and Student Education Planning BETA.
- Organization:** A dropdown menu that is currently open, showing a list of departments and committees: CCC Drama, CCC Speech Communication, Chancellor's Cabinet, COOP/CWEE, District Equal Employment Opportunity Advisory Committee (DEEOAC), DO Professional Development Committee, DVC Scheduling Committee, DW Achievement Gap Conversations, DW Educational Planning Committee, DW Faculty & Staff Consultation meetings, LMC - Accreditation, LMC Campus Climate Committee, LMC CTE Student Success Initiative, LMC Institutional Development for Equity & Access (IDEA), LMC PDAC Technology Subcommittee, LMC Professional Development Advisory Committee, LMC Title V Exito Grant, Local 1, Process Expert Teams, and Student Education Planning BETA.
- Los Medanos College Logo:** The college's name in a large, serif font.
- Reminders:** A section with the heading "Reminders" and a list of events: 5/15 - 5/21: Final Exams; 5/21: Last day of instruction, Graduation; 5/26: Memorial Day holidays, college closed; 5/27: Begin Fall 2014 registration for continuing and returning students over 100 degree applicable units or on 2nd-semester probation/dismissal; 8/15: Fall 2014 semester classes begin.
- My News:** A section with the heading "My News".
- LMC News:** A section with the heading "LMC News" and a list of news items: Los Medanos College's Kellie McCown selected as semifinalist in Entertainment Industries Council's Generation Next Competition; Award-winning college debate teams tackle Measure E at Pittsburg City Hall; 3rd Place National Win for Los Medanos College Debate Team; Los Medanos College Celebrating the Life of Cesar Chavez Event at Los Medanos College; Los Medanos College Art Department donates handmade bowls to Contra Costa and Solano Food Bank "Empty Bowls" project.

The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 9:17 AM, 5/5/2014.

3. Then click on "LMC Accreditation."

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <https://imite.4cd.edu/staff/Pages/default.aspx>. The page title is "Home - Staff - Microsoft Internet Explorer provided by Los Medanos College". The browser's address bar shows the URL <http://www.losmedanos.edu>. The page content includes a navigation menu with "Home", "Staff", "Colleague Resources", "Financial Aid", "Committees", and "District Resources". A "Check my Outlook Mail" button is visible. A calendar for May 2014 shows the current date as Monday, May 05, 2014. A "Reminders" section lists events such as "5/15 - 5/21: Final Exams" and "5/27: Begin Fall 2014 registration". A "My News" section lists recent news items. A "WebAdvisor" section displays an error message: "Could not log in to WebAdvisor: EnvDMConnection.connect: ID Exception-jws.net.CarnegieException: Connection refused: connect". A "Class & Team Sites" section is also present. A "Department" list includes various committees and groups, with a blue arrow pointing to "LMC - Accreditation". Other departments listed include CCC Drama, CCC Speech Communication, Chancellor's Cabinet, CODPCWEE, District Equal Employment Opportunity Advisory Committee (DEEOAC), DO Professional Development Committee, DVC Scheduling Committee, DW Achievement Gap Conversations, DW Educational Planning Committee, DW Faculty & Staff Consult, LMC Campus Climate Com, LMC CTE Student Success Initiative, LMC Institutional Development for Equity & Access (IDEA), LMC PDAC Technology Subcommittee, LMC Professional Development Advisory Committee, LMC Title V Exito Grant, Local 1, Process Expert Teams, and Student Education Planning BETA. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 9:17 AM on 5/5/2014.

4. LMC Accreditation on the InSite portal now appears like this.

The screenshot shows the InSite Portal interface for LMC Accreditation. The breadcrumb trail is: Home > orgs > dwco > dst > Accreditation - 2014 > LMC - Accreditation.

Calendar: There are currently no upcoming events. To add a new event, click "Add new event" below.

Team Discussions:

Subject	Created By	Replies	Last Updated
Accreditation Blog	Kiran Kamath	2	4/15/2013 5:25 PM
Standards Committee Worksheet Template	Kiran Kamath	0	12/13/2012 9:26 AM
Standard 2c	John Shaffer	0	10/31/2012 12:40 PM
Accreditation membership list - Standards Committee and Steering Committee	Kiran Kamath	0	9/26/2012 5:07 PM
Accreditation Timeline	Kiran Kamath	0	9/12/2012 5:58 PM

[Add new discussion](#)

Announcements:

- Committee meeting times and locations - fall 2013** (8/16/2013 5:43 PM) by Kiran Kamath
Accreditation Steering Committee - Meets every 2nd and 4th Thursday from 3 to 5 pm in room L105. Co-chairs join the ASC every 2nd Thursday of the month.
- Standard 1 - Meets in room Co-420. Dates to be determined**
- Standard 2A - Meets on alternate...**
- Accreditation Timeline - Revised July 2013** (8/16/2013 5:40 PM) by Kiran Kamath
- First Draft and Evidence** (3/16/2013 1:04 PM) by Kiran Kamath
Please post your first draft and related evidence as you begin to gather it on your Standard.
A folder for "Evidence" has been created for each Standard for Word documents, Excel documents, and PDFs.
- Accreditation membership list - Standards Committee and Steering Committee** (11/5/2012 4:02 PM) by Fred Tahan

[Add new announcement](#)

Resources: There are currently no favorite links to display. To add a new link, click "Add new link" below.

[Add new link](#)

5. You can access the Standards Committee works by clicking on the Standard in the left hand column. Also available is the Accreditation Steering Committee work, Previous Recommendations information, College Assemblies on Accreditation and the Accreditation Timeline.

6. Should you have any questions or need further assistance please contact BethAnn Robertson, Administrative Assistant for the Office of Planning & Institutional Effectiveness at 925-439-2181 extension 3178 or at brobertson@losmedanos.edu.